

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. FB-00312

Contract
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: FB-01812
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Contract Healthcare Staffing Services

Description: Miami-Dade County is seeking to establish a contract for healthcare staffing services for the Community Action and Human Services and the Public Housing and Community Development departments on an as needed basis. See attached.

Issuing Department: ISD, SPD
 Contact Person: Amelia Cordova-Jimenez
 Phone: 305-375-3054

Estimate Cost: \$10,615,000

Funding Source:
 GENERAL X
 FEDERAL X
 OTHER

ANALYSIS

| | | | | |
|--|--|---|--|--|
| Commodity Codes: | 948-00 | 96465 | | |
| Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history. | | | | |
| | EXISTING | 2ND YEAR | 3RD YEAR | |
| Contractor: | Multi-Vendor | | | |
| Small Business Enterprise: | Set-Aside Groups 1 & 2 | | | |
| Contract Value: | \$10,615,000 Term & OTRs | | | |
| Comments: | See attached. | | | |

Continued on another page (s): YES NO

RECOMMENDATIONS

| | Set-Aside | Subcontractor Goal | Bid Preference | Selection Factor |
|------------|--|--|--|--|
| SBE | | | | |

Basis of Recommendation:

| | |
|--|--|
| Signed: Amelia M. Cordova-Jimenez | Date sent to SBD: 01/12/2021 |
| | Date returned to SPD: |

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Miami-Dade County, Florida

FB-01812

CONTRACT HEALTHCARE STAFFING SERVICES
SCOPE OF SERVICES

PURPOSE

The purpose of this solicitation is to establish a contract for healthcare staffing services for the Miami-Dade County Community Action and Human Services (CAHSD) and the Public Housing and Community Development (PHCD) departments on an as needed basis.

TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the five (5) year term.

METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible Bidder in the aggregate on a group-by-group basis.

- 1) Group 1 - Healthcare Professionals Positions (Non-Federally Funded)
- 2) Group 2 - Healthcare Related Positions (Non-Federally Funded)
- 3) Group 3 - Healthcare Professionals Positions (Federally Funded)
- 4) Group 4 - Healthcare Related Positions (Federally Funded)

To be considered for award of a given group, Bidder(s) shall offer hourly bill rates for all positions within the group. The County will then select the Bidder for award of each group by totaling the extended pricing (hourly bill rate multiplied by the estimated number of hours) for all positions within the group. If a Bidder fails to submit an offer for all positions within the group, its offer for that group may be deemed non-responsive.

QUALIFICATION CRITERIA

Bidder(s) shall provide three (3) client references for which they have provided similar healthcare staffing services as described herein, demonstrating they have been engaged in the business of providing healthcare staffing services for a minimum of three (3) years. References shall include entities of similar capacity to that of Miami-Dade County (such as hospitals, elderly nursing homes, private medical facilities, etc.). The client references shall include the name of the entity, a description of the services provided, period in which services were provided, and the contact person's name, phone number, and email address.

Bidder(s) shall provide the contact information of a designated representative to address matters relating to the contract. Bidder(s) shall provide the representative's name, title, phone number and email address.

Bidder(s) shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidder(s) to complete, supplement or supply the required documents during the evaluation period.

PRICES

Prices shall remain firm and fixed for the term of the contract. Exception to price increases pertains to allowable merit increases as stipulated in the bid document.

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Prices shall be inclusive of all labor costs, transportation, equipment, and incidentals in providing the specified services. Additional charges of any kind added to the invoice submitted by the Awarded Bidder(s) are prohibited.

SMALL BUSINESS ENTERPRISE MEASURES

The following measures have been established as follows:

- Group 1 To be Determined
- Group 2 To be Determined
- Group 3 No measure - Federally Funded
- Group 4 No measure - Federally Funded

ADDITION AND DELETION OF SERVICES AND/OR FACILITIES

Additional Services and/ or Facilities

Although his solicitation identifies specific services (job classifications) and facilities, it is hereby agreed and understood that the County may add additional services and/or facilities during the term of the contract. Should the County determine that additional services and/or facilities need to be added to the contract, a request for pricing will be obtained from the Awarded Bidder for that group. The County reserves the right to award these additional services and/or facilities to the Awarded Bidder, negotiate pricing or to acquire the services through a separate solicitation. Any additional services and/or facilities required shall be purchased in accordance with this bid document.

Deletion

Services (job classifications) and /or facilities may be deleted when such job classifications and/or facilities are no longer required during the contract period upon written notice to the Awarded Bidder(s).

All changes shall be memorialized by a formal modification.

LIMITATIONS OF OPERATIONS

Awarded Bidder(s) maybe required to provide services any time of the day, any day of the week, as requested by the County. However, the County anticipates that the majority of the services will be needed during the facility hours outlined in Facility Descriptions. The services are based on the defined job classification provided in Job Descriptions. A typical work week shall consist of forty (40) work hours.

Awarded Bidder(s) shall not provide any personnel to perform services to the County Department on holidays officially observed by the County, unless such services are approved by the County. If such services are required on official holidays observed by the County, the County will notify the Awarded Bidder(s).

Holidays currently observed by the County are:

New Year's Day; Martin Luther King Jr.'s Birthday; President's Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving; and Christmas Day

CONFIDENTIALITY

In accordance with all applicable laws, regulations, and procedures, the Awarded Bidder(s) shall maintain strict confidentiality of all information and records which the Awarded Bidder(s) or the Awarded Bidders' personnel may come in contact or be privy to in the course of providing services. Awarded Bidder(s) and the individuals provided by the Awarded Bidder(s) shall affirm in writing, that confidential information shall not be disclosed either during or after the provision of services or following the termination of the contract or of an

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individual's employment with the Awarded Bidder(s). Written affirmation shall be provided at time confidential information is disclosed.

NOTE: Awarded Bidder(s) employees selected for County assignments must be informed by the Awarded Bidder(s) in writing of this policy.

COMPLIANCE WITH FEDERAL REQUIREMENTS (GROUPS 3 AND 4 ONLY)

The contract to be established under this solicitation, for Groups 3 and 4, will be paid with federal funds. Since services will be purchased, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which address Affirmative Action requirements for disabled workers are incorporated into this solicitation and resultant contract by reference.

EXEMPTION TO CERTAIN CLAUSES (GROUPS 3 AND 4 ONLY)

As federally funded groups, the following clauses within Section 1, General Terms and Conditions do not apply to these groups:

- a. Section 1, Paragraph 1.11 (Local Preferences);
- b. Section 1, Paragraph 1.28 (Office of the Inspector General);
- c. Section 1, Paragraph 1.36 (County User Access Program - UAP);
- d. Section 1, Paragraph 1.44 (Small Business Enterprise Measures);
- e. Section 1, Paragraph 1.45 (Local Certified Service-Disable Veteran's); and
- f. Section 1, Paragraph 1.48 (First Source Hiring Referral Program)

SECTION 3 REQUIREMENTS (GROUPS 3 & 4 ONLY)

In order to be considered for award of Groups 3 and 4, Bidder(s) must complete and submit the forms referenced in Attachment C, Section 3 Requirements, with their bid(s).

SOUTH FLORIDA BEHAVIORAL HEALTH NETWORK INC.'S REQUIREMENT

Awarded Bidder(s) which provide services for the CAHSD are required to adhere to the terms and conditions of Contract No. KH225 between South Florida Behavioral Health Network, Inc. (SFBHN) and the Florida Department of Children and Families. Contract No. KH225 and is incorporated into this solicitation and resultant contract by reference. This Contract hereby incorporates by reference and requires adherence to all applicable provisions, and any amendments thereto, with SFBHN and SFBHN's Prime Contract with the Department of Children and Families, KH225, and any amendments thereto, which can be found at the managing entity's website at www.thrivingmind.org.

INSURANCE

To be determined.

FACILITY DESCRIPTIONS

DEPARTMENT

Community Action and Human Services

TYPE OF FACILITY

Adult Day Care Centers

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FACILITY/LOCATIONS

Edison/Little River Adult Care - 150 N.W. 79th Street, Miami, FL 33150

North Dade Adult Day Care - 60 N.E. 166th Street, Miami, FL 33162

South Dade Adult Day Care - 19590 S.W. Old Cutler Road, Miami, FL 33157

West Dade Adult Day Care - 6950 N. Waterway Drive, Miami, FL 33155

Homestead Adult Day Care - 653 S.W. 4th Street, Miami, FL 33030

GENERAL INFORMATION

Adult Day Care (ADC) is a community-based program designed to meet the needs of functionally impaired elderly and young adults with disabilities. It is a structured, comprehensive program that provides a variety of health, social and related support services in a protective setting during the day. Families and other caregivers can continue caring for an impaired member at home when ADC provides daytime care.

Each day, participants receive: nutritious meals (breakfast and a hot lunch), transportation (if the family cannot provide it) to and from the centers. Our staff composition includes registered nurses, licensed practical nurses, adult day care aides and recreational leaders.

HOURS OF OPERATION

The centers are open 8:00 a.m. to 5:00 p.m., Mondays through Fridays.

DEPARTMENT

Community Action and Human Services

TYPE OF FACILITY

Care Planning

FACILITY/LOCATION

Care Planning Unit - 701 N.W. 1st Court, 10th Floor, Miami, FL 33136

Care Planning Unit - 11025 S.W. 84th Street, Cottage #3, Miami, FL 33173

GENERAL INFORMATION

This Program assists isolated elderly persons 60 years of age and older, when requests for help are directly received from persons in need, their families, neighbors, or other agencies. Assessing the person's problems, counseling, and developing a care plan are done in the person's home with their input. Services include helping people who require crisis intervention and need in-home care and regular monitoring. Major emphasis is given to assisting functionally impaired people, enabling them to avoid institutionalization.

HOURS OF OPERATION

The centers are open 8:00 a.m. to 5:00 p.m., Mondays through Fridays.

DEPARTMENT

Community Action and Human Services

TYPE OF FACILITY

Substance Abuse Assessment & Referral

FACILITY/LOCATION

Central Intake Unit - 3140 N.W. 76th Street, Miami, FL 33147

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GENERAL INFORMATION

Provides comprehensive substance abuse treatment and intervention services countywide through evaluation and referral, residential and transitional living treatment programs (Community services); evaluation services to criminal justice involved adults, substance abuse treatment for sentenced offenders and outpatient treatment for diverted drug possession offenders, Treatment Alternatives to Street Crime (TASC).

HOURS OF OPERATION

8:00 a.m. to 5:00 p.m., Mondays through Fridays. Closed during holidays.

DEPARTMENT

Community Action and Human Services

TYPE OF FACILITY

Substance Abuse Residential Treatment

FACILITY/LOCATION

New Direction - 3140 NW 76th Street, Miami, FL 33147

GENERAL INFORMATION

This is a supervised living environment which provides a structured treatment program for adult substance abusers, designed to facilitate the recovery process.

HOURS OF OPERATION

24-hours / 7 days a week

DEPARTMENT

Community Action and Human Services

TYPE OF FACILITY

Disability Services

FACILITY/LOCATION

Disability Services and Independent Living Program (DSAIL) - 1335 N.W. 14th Street, Miami, FL 33127

GENERAL INFORMATION

DSAIL administers various services designed to assist persons with disabilities, ages 18 to 59 years old. Services include: case management; in-home support; information and referral; ASL classes; group activity therapy; family and individual counseling; and assistance in finding jobs and accessible housing.

The purpose of DSAIL is to assist persons with all types of disabilities with maintaining and/or acquiring as much independence and autonomy as achievable, thus enabling them to remain at home and in the community as long as possible and preventing premature institutionalization.

HOURS OF OPERATION

8:00 a.m. to 5:00 p.m., Mondays through Fridays. Closed during holidays.

DEPARTMENT

Community Action and Human Services

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TYPE OF FACILITY

Veteran Services Program

FACILITY/LOCATIONS

Administrative Office - 701 N.W. 1st Court, Miami, FL 33136

Hours of Operation

8:00 a.m. to 5:00 p.m., Mondays through Fridays

City of Hialeah - 300 East 1st Avenue, Hialeah, FL 33010

Hours of Operation

8:00 a.m. to 5:00 p.m., Thursdays only

South Dade Government Center - 10710 S.W. 211 Street, Room 205, Miami, FL 33189

Hours of Operation

8:00 a.m. to 5:00 p.m., Mondays and Tuesdays

8:00 a.m. to 11:00 a.m., Wednesdays and Fridays

GENERAL INFORMATION

Provides assistance to veterans, as well as children, widows, parents of veterans, retired veterans and their families regarding claims to the United States (US) Department of Veterans Affairs.

Program services include assistance with:

- Hospitalization
- Burial
- Military Discharge Review
- Compensation
- Pension
- Dependence and Indemnity Compensation
- Education
- Veterans Administration Home Loan
- Vocational Rehabilitation and Insurance

DEPARTMENT

Public Housing and Community Development

TYPE OF FACILITY

Assisted Living Facility

FACILITY/LOCATION

Helen Sawyer Assisted Living Facility - 1150 N.W. 11th Street Road, Miami, FL 33136

Hours of Operation

The Helen Sawyer Plaza Assisted Living Facility is a 24-hour facility which pursuant to the Agency for Health Care Administration's (AHCA) guidelines must be appropriately staffed at all times.

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GENERAL INFORMATION

Miami-Dade County through its Public Housing and Community Development converted the Public Housing Development Helen M. Sawyer Plaza into an assisted living facility (ALF) in 1998 that would allow the elderly to "age in place". The property was named after Helen M. Sawyer, a former housing agency employee who was known as a humanitarian. The facility is licensed under Miami-Dade County, and the AHCA.

OTHER FACTS

The facility provides private accommodations comprised of large studios and one bedroom apartments. It is licensed for 101 beds, within an eight-story building covering 2.38 acres, and built in 1976. This facility is not a nursing home. It does not hold a license to provide 24-hour nursing services. The facility is accessible to public transportation. The property is within walking distance of the Culmer Metrorail station and provides easy access for families who wish to visit their loved ones.

DEPARTMENT

Public Housing and Community Action

TYPE OF FACILITY

Specialized Senior Centers

FACILITY/LOCATIONS

Harry Cain Towers - 490 N.E. 2nd Avenue, 3rd Floor, Miami, FL 33132

Hours of Operation

8:00 a.m. to 2:00 p.m., Mondays through Fridays.

Haley Sofge - 750 & 800 N.W. 13th Avenue, Miami, FL 33125

Hours of Operation

2:00 p.m. to 5:00 p.m. daily.

GENERAL INFORMATION

Senior Centers are operated at Martin Fine Villas, and Harry Cain Towers. In these centers, participants receive: meals; assistance with their social needs, to include homemaking and personal care; health support; and are engaged in educational, cultural; and leisure time activities. These centers service residents that are living in HUD facilities.

JOB CLASSIFICATIONS & DESCRIPTIONS

POSITION

Registered Nurse (RN)

GENERAL DESCRIPTION

Employees in this position will provide supplemental/contract services to our clients and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion to residents in Public Housing and Community Development's Assisted Living Facility (ALF). The RN will work under the direct supervision of the ALF Administrator, or designee at the facility and understands working limitations and scope of care able to be given according to the specific education level attained.

Employee will observe, record, report, and will be responsible for the plan of care, the implementation of care and the evaluation of the resident status and progress. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited

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to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from clients, airborne dusts, fumes and gases.

QUALIFICATIONS

Graduation from accredited College of Practical Nursing, accompanied by current registered nursing license. One year of full-time clinical practice. Current BLS/CPR training and any other specialty certifications required for working in an ALF.

ILLUSTRATIVE TASKS

- Perform all nursing duties in accordance with the state Nursing Act while adhering to all facility policies and procedures, including processing admissions/transfers/discharges.
- Provide direct resident care and reports any changes in status to the ALF Administrator or designee to insure resident comfort and safety.
- Administer medications and treatments as ordered by the attending physician.
- Assist all healthcare professional caring for resident, always giving a complete and thorough report on resident status at end of shift/assignment to the ALF Administrator or designee.
- Follow facility policy when disposing of bio hazardous materials, labeling and handling of all materials.
- Actively demonstrate a working knowledge of nursing theory, techniques, principles, and practice in order to care for the residents.
- Consistently seek educational tools in order to broaden knowledge base of various age groups, diseases, and best practices.
- Will handle and be knowledgeable of all medical equipment utilized in the care of the resident and according to AHCA rules and regulations.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat a resident accurately.
- The RN will be held accountable/responsible for each resident's health and well-being residing in the facility and under direct supervision of the ALF Facility Administrator or designee.
- Communicate with all staff, residents, and families with excellent written and verbal skills.
- Maintain proper documentation of medications and records for controlled substances.
- Comply with all facility policies and procedures.
- Must be punctual and dependent.

POSITIONS, GENERAL DESCRIPTIONS, QUALIFICATIONS AND ILLUSTRATIVE TASKS

POSITION

Licensed Practical Nurse

GENERAL DESCRIPTION

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion. The LPN will work under the direct supervision of the RN at the facility and understands working limitations and scope of care able to be given according to the specific education level attained. Employee will observe, record, report, and assist in the nursing plan of care, the implementation of care, and the evaluation of the resident status and progress. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from patients, airborne dusts, fumes, and gases.

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QUALIFICATIONS

Graduation from accredited College of Practical Nursing, accompanied by current nursing license.

One year of full-time clinical practice. Current BLS/CPR training, and any other specialty certifications required for working in an Assisted Living Facility.

ILLUSTRATIVE TASKS

- Perform all nursing duties in accordance with the state Nursing Act while adhering to all facility policies and procedures.
- Provide direct resident care and reports any changes in status to the supervising RN to insure resident comfort and safety.
- Assist all healthcare professional caring for patient, always giving a complete and thorough report on patient status at end of shift/assignment to supervising RN.
- Follow facility policy when disposing of biohazardous materials, labeling and handling of all materials.
- Actively demonstrate a working knowledge of nursing theory, techniques, principles, and practice in order to care for the residents.
- Communicate with all staff, patients, and families with excellent written and verbal skills.
- Consistently seek educational tools in order to broaden knowledge base of various age groups, diseases, and best practices.
- Will handle and be knowledgeable of all medical equipment utilized in the care of the patient.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat the patient accurately.
- Accountable and responsible for each specific resident assigned while under direct supervision of the Facilities Administrator.
- Comply with all facility policy and procedure.
- Is punctual and dependent for assigned/confirmed shifts.

POSITION

Certified Nursing Assistant (CNA)

GENERAL DESCRIPTION

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion. The CNA will work under the direct supervision of the RN or LPN at the facility and understands working limitations and scope of care able to be given according to State Regulations. Employee will work very closely with the supervising staff; collaborating their efforts in order to deliver the nursing process effectively. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from patients, airborne dusts, fumes, and gases.

QUALIFICATIONS

High School Diploma and/or equivalent, and successful completion of the nursing assistant course work and at least three (3) clinical rotations accompanied by current state certification. Six (6) months of full-time clinical practice. Current BLS/CPR training, and any other specialty certifications required for working in an Assisted Living Facility.

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ILLUSTRATIVE TASK

- Perform all nursing duties in accordance with the State Regulatory Board while adhering to all facility policies and procedures.
- Provide direct resident care and reports any changes in status to the supervising RN or LPN to ensure resident comfort and safety.

- Perform routine nursing care to assigned residents, while utilizing age specific and universal precaution practices at all times.
- Document all activities and changes of the resident and gives a detailed report on to supervisor at the end of shift/assignment.
- Follow facility policy when disposing of biohazardous materials, labeling and handling of all materials.
- Communicate with all staff, patients, and families with excellent written and verbal skills.
- Consistently seek educational tools and in-services in order to broaden knowledge base of various age groups, techniques, and best practices.
- Will frequently lift up to 100 or more pounds consistently causing a high volume of stooping, bending, lifting, pulling, and twisting.
- Will be willing to assist with and handle various pieces of medical equipment.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat the resident accurately.
- Comply with all facility policy and procedure.
- Accountable and responsible for each specific resident assigned while under direct supervision.
- Is punctual and dependent for assigned/confirmed shifts.

POSITION

Dietitian/Nutritionist

GENERAL DESCRIPTION

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion.

QUALIFICATIONS

Must be a licensed or licensed registered dietitian; Minimum of a Bachelor's degree or post baccalaureate degree with a major course of study in Human Nutrition, Food & Nutrition, Dietetics or Food Management; Completed a CADE-accredited or approved practice program; Pass the national examination administered by the Commission on Dietetic Registration (CDR); Completes a continuing professional educational requirements to maintain registration; Must provide a current copy of CDR card; Passed the State examination for licensure.

ILLUSTRATIVE TASKS

- Participate in developing menus.
- Ensure all menus as written meet nutritional criteria as required by the Department of Elder Affairs (DOEA).
- Approve all menus four weeks prior to implementation; menus must be designed/developed using the computer assisted nutrient meal pattern.
- Monitor local meal sites and home delivered meal routes for compliance with food safety and sanitation requirements.
- Monitor food service for adherence to contract specifications, this includes but is not limited to measuring potentially hazardous food temperatures and portion size.

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- Participate in developing the nutrition education plan and coordinate the provision of nutrition education so it is effective and appropriate.
- Provide staff and volunteer training in areas of nutrition, food service management and food safety.
- Participate in the development of client satisfaction preference assessment tools, and assessment of results.
- Participate in developing nutrition standards and delivery components of the food service vendor contract.
- Provide nutrition counseling for clients that have high risk nutritional scores (higher than 5.5 on the assessment tool).

Dietitian providing nutrition counseling should be covered by malpractice insurance.

POSITION

Medical Doctor/Psychiatrist

SERVICE LOCATION

New Direction - 3140 N.W. 76th Street, Miami, FL 33147

WORK HOURS

Flexible (part-time)

QUALIFICATIONS

Possess a current State of Florida Medical Doctor license, DEA license to prescribe medications including narcotics, and DEA waiver to prescribe Medication Assisted Treatment (MAT). One year of professional experience in addiction treatment required.

ILLUSTRATIVE TASKS

- Provide medical and psychiatric evaluations for substance abusers at two locations:
1) Central Intake Unit, an assessment facility; and 2) New Directions, a residential treatment program.
- Supervise a Licensed Practical Nurse.
- Medically clear clients for admission to residential treatment programs, which includes conducting physical examinations, reviewing laboratory tests and discussing results with clients.
- On occasion, may administer tuberculin skin test in the absence of the nurse.
- Review, and document medical evaluations, diagnoses, referrals and consultations in the client's record.
- Participate in weekly meetings with Psychologist and Division Director to evaluate and analyze emotional changes, and psychological or psychiatric symptoms presented by residents undergoing rehabilitation.
- Evaluate, assess, and provide proper dispositions for individuals with possible withdrawal syndrome.
- Conduct assessment of medical complaints presented by residents and recommend the proper disposition and referral.
- Conduct assessment and disposition for clients complaining of psychiatric symptoms.
- Facilitate medication management to residents already undergoing medical and psychiatric treatment initiated formerly by their primary care physician (PCP).
- Provide brief intervention psychotherapy (BIP), motivational enhancement therapy (MET), contingency management approach (CMA), cognitive behavioral therapy (CBT), and other

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behavioral modification interventions to control drug cravings, prevent program abandonment and prevent drug relapse.

POSITION

Home Care Aide

GENERAL DESCRIPTION

This is domestic service work providing care to elderly and/or disabled clients in their homes. Employees in this class perform a variety of homemaking, personal care services, respite and chore service for assigned clients. Duties include light cleaning, washing laundry, shopping, planning and preparing meals, and escort services. Personal care services include assisting with bathing, grooming, dressing and feeding. Supervision is received from an administrative superior who reviews work for quality and conformity with departmental policies and procedures, while a Registered Nurse oversees performance of personal care.

QUALIFICATIONS

High school diploma or GED. Six (6) months of experience providing home care services to elderly and / or disabled adults are required.

ILLUSTRATIVE TASKS

- Provides personal care including assistance with dressing, grooming, bathing, ambulation, transfers, mouth care, and help with toileting.
- Carries out essential housekeeping duties to maintain acceptable housekeeping standards.
- Discusses the planning of menus with individuals and families to enable the preparation of well-balanced nutritious meals.
- Performs laundry service, clothing care and repair, as needed; provides escort services when necessary; assists with shopping if required.
- Maintains daily telephone contact with supervisor to discuss ideas, information and approaches concerning the client; prepares notes of observations made about the client, and prepares time sheets.
- Informs supervisor immediately of clients experiencing unusual conditions, unattended health, and/or social service problems.
- Participates in training, meetings, and client staffing.
- Performs related work as required.

POSITION

Social Worker 1

GENERAL DESCRIPTION

This is responsible social casework in providing welfare services to adults and children, and in determining eligibility for varied types of public assistance in a county social service program. Employees in this class perform field and office investigations relative to requests for financial and medical assistance, psychiatric treatment, social service referral, vocational rehabilitation and child protective care in county welfare or health programs. Work may include responsibility for assisting patients and their relatives with personal or environmental problems which aggravate recovery from illness. Incumbents exercise independent judgment in evaluating information and initiating program action, preparing complete case records within the general framework of good casework techniques, existing laws, and departmental rules governing public assistance. Supervision may be exercised over assigned clerical personnel. Work is performed under the supervision of

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professional superiors who review work for adherence to defined standards of social casework through personal conferences and analysis of case records, and provide assistance on unusual or difficult cases.

QUALIFICATIONS

Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

ILLUSTRATIVE TASKS

- Interviews applicants for public assistance to determine eligibility under existing laws and departmental regulations; refers unqualified applicants to appropriate public or private welfare agencies; verifies information received through various sources; determines nature and amount of assistance needed and available under regulations; issues food and housing orders or cash grants as indicated.
- Plans with families and individual clients the use of state and private agency services; assists applicants in organizing personal resources to work toward a goal of financial independence; visits home of applicants to determine home conditions and clarify responses to interview; records essential facts and social history; prepares case records for departmental files.
- Performs required transactions for burial of indigents, the commitment of incompetent or disabled persons to county or state institutions, and acts as a court appointed guardian for dependent minors.
- Interviews and inspects home environment of applicants for boarding home licenses for both children and adults and maintains records of all inspections made; maintains lists of approved foster and boarding homes for purposes of placement of children and adults.
- Makes home visitations to ascertain the nature of home environments; investigates for fraud; packs and ships personal effects for deceased or disabled persons; arranges for repayment of funds to the county by clients or others.
- Interviews hospital patients and their relatives to compile inpatient or outpatient social service case histories for use by physicians in diagnosis and treatment.
- Inspects and participates in the placement of convalescent patients in private nursing homes within the County; makes periodic visits to ascertain condition of mental and physical health of patients in homes.
- Provides child welfare services such as placement of children in foster homes, county children's home or in arranging for the return of runaway children; assists unmarried mothers in planning for themselves and their children; arranges for housekeeper services in emergency absence of parents.
- Acts in a liaison role with medical, police, school, and court officers; makes referrals to consultants and specialists as necessary; advises clients on a limited range of personal, social, and financial problems.
- Participates in staff conferences; confers with professional superiors on difficult assignments; prepares complete reports and correspondence on assigned cases, and maintains related records.
- Performs related work as required.

POSITION

Social Worker Aide

GENERAL DESCRIPTION

This is sub-professional work designed to complement the services of a skilled professional by performing a variety of routine tasks. Employees in this class are responsible for a variety of tasks which include interviewing and screening, records keeping, activity reports and other assigned duties. Work requires the

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use of some initiative and judgment in cooperating with various professional employees and the general public. Supervision is received from a professional superior who reviews work for conformity with departmental policies and efficiency of work performance.

QUALIFICATIONS

High school. Six (6) months of social services experience are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

ILLUSTRATIVE TASKS

- Makes visits to homes of Head start families for the purpose of assisting them with social service needs, including those relating to development of Head start children.
- Discusses welfare of children with parents and endeavors to learn what problems may be affecting a child's learning and attendance patterns.
- Discusses various needs with parents and assists families in obtaining medical attention for children, securing financial assistance in emergencies, making application for food stamps, obtaining employment or related assistance.
- Records information on client case reports and follow-up contacts; refers patients to nursing homes, welfare department or other sources of assistance; processes requests for medical equipment, food and clothing.
- Maintains records of interviews with individuals and families, and assists professional counselors by obtaining information for the understanding of economic, social, psychological, medical, and environmental problems relating to clients.
- Reviews individual and family problems through intake interviewing; makes determination for possible alternative solutions to problems.
- Provides transportation to other agencies as necessary; completes workload or activity reports as assigned.
- Attends meetings and in-service training sessions as required.
- Performs related work as required.

POSITION

Health Services Coordinator / Administrator

GENERAL DESCRIPTION

This is public health administrative work directing the operation of health services delivered by a multidisciplinary staff in the facility. The employee supervises a staff of professional and technical employees in the facility. Significant aspects of the work include planning, organizing, and directing health service daily operations, contributing to service priorities, assessing staff needs, performing on-going analyses of operations to ensure that the needs of the facility are met, and conferring with hospitals and managed care organizations to ensure the effective delivery of services. Work is performed under the direction of an ALF Administrator.

QUALIFICATIONS

Complete a State-approved training program, and pursue continuing education as well as pass licensing examination for the State of Florida Assisted Living Facility Administrator.

SKILLS

- Excellent interpersonal and organization skills;

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- Good verbal and written communication skills, including public speaking;
- The ability to work effectively with others; and
- Leadership and team-building skills

ILLUSTRATIVE TASKS

- Supervises the activities of a large number of professional and technical personnel engaged in providing health services to the residents of the facility.
- Review evaluation reports prepared by subordinates concerning facility operations.
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- Assists in developing health services priorities and recommends new programs or revisions of existing ones.
- Consults with central program administrators on expanding service activities and increasing program effectiveness.
- Makes recommendations concerning health ordinances, rules, regulations and policies to a departmental supervisor.
- Determines staffing needs and patterns for the facility in conjunction with facility director; Provides training and orientation to all new health center administrators.
- Initiates surveys to obtain information regarding the needs of the facility, researches and reviews any available information.
- Examines programs currently in force to see if they are sufficient to meet State of Florida AHCA requirements; researches other available resources in the community to avoid duplication of services; makes recommendation once a need is identified.
- Performs related work as required.
- Develops plans and processes for health services.
- Ensures that laws, regulations and policies are followed (e.g. ensures adherence to safety and professional standards of practice).